

**Team meeting 1 - Creation of Team VERITAS**

Attended - All members of team VERITAS were present

Meeting time - 3:30 - 4:30 9/5/2017

**Notes**

- Discussed project.
- Created team contract, can be found with each member and on team wiki.
- Decided on specific jobs and which person is in charge, can be found in detail on team contract.
- Traded contact information and discussed preferred ways of contact.
- Decided on team meeting times for future meetings.

**Team meeting 2 - Meeting with mentor Professor Bruce Bolden**

Attended - All members of team VERITAS were present

Meeting time - 10:30-11:05 9/12/2017

**Project Needs**

- Secure Website and Database.
- Documentation needs to be very detailed.
- Start designing with security in mind.

**Possible Questions for Thursdays Sponsor meeting**

- Budget?

**Notes**

- All project are different, we may need to implement a little before designing to much so we can get ideas and experience.
- Possibly build a prototype website to get experience.
- Professor Conte de Leon had an old capstone team create him a secure database, we could possibly meet with him to gain knowledge and advice.

**Team Meeting 3 - Meeting with PNNL Sponsor**

Attended - All members of team VERITAS were present.

Meeting time - 2:00 - 2:36 9/14/2017

**Notes**

- Project impact increased, DOE is now funding. LA air force is also investing. A lot of visibility on project.
- Discussed project needs and possible tool use.
- Everything needs to be documented very well for future use.
- Stretch goal discussed.
- Set February Beta release goal.
- Next meeting will be scheduled in 2 weeks, sponsor would like to see rough database design and a rough sketch of website.

**Team Meeting 4 - First design meeting**

Attended - Joel, Animesh, and Jocelyn

Meeting time - 10:45 - 11:20 9/26/2017

#### Notes

- Talked about website design and drew up rough design specs
- Talked about public database and decided on a layout
- Created a rough design on how the two will work together
- Meeting with sponsor Oct 5

#### **Team Meeting 5 - Portfolio Creation**

Attended - All members of team VERITAS were present.

Meeting time - 2:00 - 2:30 10/3/2017

#### Notes

- Discussed sponsor meeting and objectives
- Designed and created portfolio using class slides layout
- Some criteria we were unable to fill out at this time, to be added later

#### **Team Meeting 6 - Second Sponsor Meeting**

Attended - Joel, Animesh, and Jocelyn

Meeting time - 2:00 - 2:40 10/5/2017

#### Notes

- Reviewed design prototypes and talked about modifications needed
- Need basic prototypes for web page and database by end of semester
- Most important focus is security and accessibility
- 2 weeks till next sponsor meeting, Thursday week of the 23rd or the next Wednesday
- Start website implementation
- Start SCRUM designing
- Sponsor needs wiki page access, final design can be put on wiki
- PNNL logos not everywhere, other businesses might pick this up
- Talk to Dr. Jim about website accessibility
- Legal info on front page instead of welcome info
- Possibly stretch goal of comparing product information
- Keep in mind that phone or tablet may access website
- No info from browser ever, need to access database through server only
- Delay is fine for the cost of security

#### **Team Meeting 6 - Team meeting**

Attended - All members of team VERITAS were present.

Meeting time - 3:30 - 4:20 10/31/2017

#### Notes

- Meetings starting every week on Tuesday and/or Thursday
- Nginx and html5 will be used
- Start working on design review
- Use private Bitbucket with team pull review

#### **Team Meeting 7 - Team meeting**

Attended - All members of team VERITAS were present

Meeting time - 3:45 - 4:45 11/2/2017

#### Notes

- Host on aws cloud, no longer getting remote access to PNNL
- Template is ok, no logo allowed
- URL needs to not include search input
- Worked on starting website, jobs assigned
- Using the start website Animesh created

#### Current goals

- Joel - Test database creation
- Alex - Postcard creation
- Jocelyn - Create full page view